

Notes

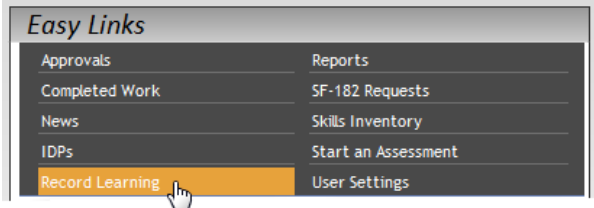
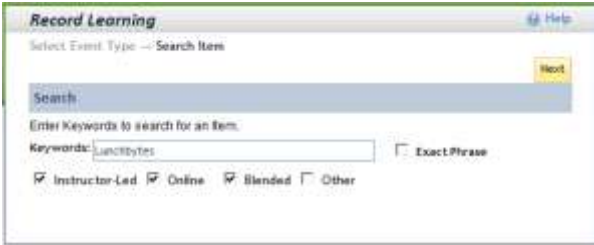



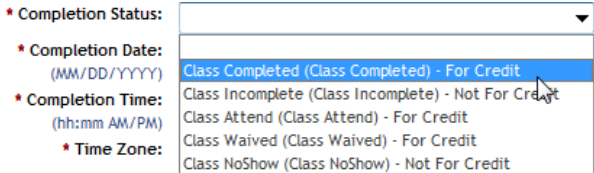
If you did not attend training for which you self-registered, locate the course on your To-Do List, hover your mouse over the title, then click the **Withdraw** button to have it removed from your To-Do List.

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

Recording Your Own Learning in AgLearn

Some learning Items in AgLearn will allow users to record their own learning upon completion. Please note that this is true only for items that have had this option enabled. It does not apply to all items. If you have been notified that you can record your own completion for learning that you attended, here's how to record the completion.

PLEASE NOTE: AgLearn is the official system of record of all training completed while employed by USDA. It is a violation of official USDA policy to falsify data in AgLearn. You must not record a completion in AgLearn if you did not complete the course. If you registered for a course but did not attend and wish to have courses removed from your learning plan, contact your AgLearn administrator.

Step	Activity	View
1.	From the AgLearn Home Page Easy Links, select Record Learning .	
2.	In the Keywords box, enter the title of the course for which you'll record learning. Note: If you don't remember the course title, check your Learning Plan for the proper spelling.	
3.	Click Next .	
4.	Locate the course you completed and then click the corresponding Select button.	
5.	Click Next .	
6.	From the Completion Status drop-down list, select your completion status. Note: All other required fields are filled in for you.	

You can fill in other fields if you like, but the Completion Status is the only required field.

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7. Click Next.



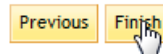
8. Enter any additional comments if desired.



9. Click **Next**.



10. Click Finish to record your learning completion.



If you notice any mistakes upon review of this screen, click the Previous button to return to previous screens and make corrections.

Place your mouse over the survey title, then click **Open** to launch the survey.

11. If the Item does not appear in Completed Work, check your To-Do List to see if a course survey must first be completed.



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